

25X1A

Approved For Release 2000/05/16 : CIA-RDP81-00261R000600050002-3

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TAB

22 October 1974

MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of AAG Business Meeting, 15 October 1974

1. The following AAG members were present at the 15 October 1974 business meeting.

OFFICE

NAME

OTR
FIN
SEC
COMMO
MED
OJCS

25X1A

2. The following points were discussed:

a. Closed Items -

- 1) Medical Examinations for Agency Employees - After contacting the Office of Medical Services, AAG decided not to publicize the fact that OMS will give physical examinations to any Agency employee on request. Even though this is a service now available, there is a three to four month backlog between the request and actual examination. OMS felt that any publicity at this time would increase the backlog. Also, OMS plans to make available to all employees in the future a "multi-phasing" program in which a computerized analysis of an individual's health is based on various tests (e.g. blood samples).
- 2) Letters of Promotion - A suggestion was forwarded to AAG recommending that the request for promotion be given to the employee when the employee was notified of his promotion. AAG decided that this was a policy to be decided at the Office level and recommended that the suggestor present this idea before his own Office MAG.

- 3) Availability of OTR Catalogue - The Office of Training has agreed to publicize the location(s) of the complete OTR Catalogue.

b. Old Business

- 1) Loss of Benefits to Employees Stationed Outside the Headquarters Compound - This issue presented to the group by [REDACTED] will be discussed at the next meeting. 25X1A
- 2) Grade Attraction Scale - This issue was deferred until the next meeting at the request of [REDACTED]. 25X1A
- 3) Office Time-in-Grade (T-I-G) Requirements - This topic will be discussed at the next meeting after AAG members have done some research in their respective Offices.
- 4) Length of Time for Badging Agency Contractors - This item will be pursued by [REDACTED]. 25X1A
- 5) Results of Psychiatric Counseling - [REDACTED] has agreed to ask OMS whether a permanent record of a psychiatric consultation is made and, if so, is the consultee aware of this practice? 25X1A
- 6) Recommendation to Eliminate General Schedule Grades 6 and 8 from Promotion Consideration - Even though this item was considered closed, the group felt that a paper prepared by [REDACTED] should be presented to Mr. Blake before the October 31 meeting as a prelude to a general discussion on the topic. 25X1A

c. New Business

- 1) Academic Grade Reports in Personnel Files
It has been brought to AAG's attention that some Offices in the DDA do not file grade reports in the employee's soft file held by the Admin Officer but instead send them directly to the Office of Personnel's main file room. Since these "local" files are used for Career Board Evaluation, AAG wonders if these grade reports shouldn't be available for promotion consideration. This topic will be discussed further at the next meeting.

- 2) Grade Limitations on Vacancy Notices - AAG has been asked to examine the practice of including a grade limitation on Agency-wide vacancy notices.
- 3) Stenographer Practice - AAG was asked to investigate the availability of any refresher courses or material for stenographers. 25X1A [REDACTED] will pursue this matter with the Office of Training.
- 4) Centralization of Counseling Services - AAG has received a suggestion to examine the possibility of centralizing counseling services (now available in various offices scattered throughout Washington) into a Counseling Center at Headquarters.

d. Pending Items

The following items have been presented to the DDA. Since these items also appear on the agenda for the 31 October meeting with Mr. Blake, comments on status will appear in the 31 October minutes.

- 1) Orientation Program for Employees' Wives.
- 2) The Law and External Training
- 3) North Cafeteria Restroom Facilities for Visitors
- 4) "DID YOU KNOW:" Display for Official Bulletin Board.

3. The following meetings have been scheduled for AAG:

- 1) 31 October 74, 3:00 to 5:00 p.m. - DDA Conference Room - with Mr. Blake
- 2) 11 November 74, 3:00 to 5:00 p.m. - DDA Conference Room - Business

25X1A [REDACTED]

AAG October Co-Chairman

Distribution:

Copies to each member

1 - Mr. Blake

1 - Chrono

D R A F T

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9 October 1974

MEMORANDUM FOR: Deputy Director of Administration
SUBJECT : Utilization of Budget for ADMAG

25X1A

1. A question was put before the Administration Advisory Group, ADMAG, by the DD/A concerning the Group's thoughts on how it would utilize a budget if such was made available. The comments reflected in this memo cover some thoughts considered at the recent ADMAG retreat at [REDACTED]
2. It was the feeling of the members of the Group that at least part of our function is to serve as a resource to DDA Management, and perhaps in turn Agency Management, regarding significant issues which come under the purvey of the Administration Directorate. Issues which ADMAG has recently addressed include among others Career Development, Personnel Management Systems and Policy, and Computer Utilization in Management Systems. Many of these types of issues are of common concern to various types of organizations, industrial, governmental, and academic. Rather than approaching some of these problem areas or issues in a manner which indicates they are unique to the Agency, it would seem very beneficial to discuss with organizations outside the Agency how they have approached similar problems.

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SUBJECT: Utilization of Budget for ADMAG

3. The members of ADMAG are representative of a broad range of skills, interests and abilities. We feel we could serve as a vehicle for making contact with these extra-Agency personnel by visiting organizations or inviting outsiders to address our group. Our interests would not be in obtaining theory or policy on approaches to various issues, but hard data on implementation of solutions to these.

4. ADMAG members feel that the utilization of these outside resources would be an excellent input for the DDA. A budget which supported such activity should prove to be an effective use of funds.

25X1A


STATINTL

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MEMORANDUM FOR: Chief, ^{25X1A} [REDACTED]
THROUGH : Deputy Director for Administration
SUBJECT : Appreciation.

25X1A On 4 and 5 October, the DDA Advisory Group met for a
working session [REDACTED] The
members wish to express their appreciation for the many kind
attentions you and your staff extended to the Group during
their stay. The attention to many administrative details
contributed to the very productive session.

[REDACTED] 25X1A
October Chairman
DDA Advisory Group

MEMORANDUM FOR: Chief, Supply Division, OL

THROUGH : Deputy Director for Administration
Director of Logistics

SUBJECT : Appreciation for [REDACTED] 25X1A

25X1A
25X1A

1. The Administration Advisory Group was required over the period of 4-5 October, 1974 to write their Annual Report for Fiscal Year 1974. A request for secretarial assistance was fulfilled by the Office of Logistics. Ms. [REDACTED] volunteered to accompany the Group to [REDACTED]. During these two days, she was required to type the handwritten drafts of the nine members, retype the numerous changes, and type the final paper for submission to the Deputy Director for Administration. She worked long hours, was congenial and patient with the many clerical demands made of her. Overall, she assisted the Group in a highly professional manner.

25X1A

2. We request that our appreciation be conveyed to Ms. [REDACTED] for her excellent assistance and that a copy of this letter be placed in her personnel file.

25X1A

[REDACTED]
October Chairman
DDA Advisory Group

TAB

8 October 1974

MEMORANDUM FOR THE RECORD

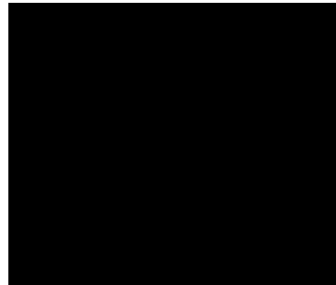
SUBJECT: Minutes of AAG Workshop, 4-5 October 1974

- 25X1A
25X1A
1. The following AAG members were present at the first Semi-Annual AAG Workshop [REDACTED]

Office

Name

OTR
LOG
FIN
SEC
PERS
COMMO
MED
OJCS



25X1A

2. The group spent the entire day composing a history of AAG Activities for FY 1974. The finished product, a memo outlining AAG Operating Procedures and an attachment of selected AAG FY-74 activities, will be presented to Mr. Blake prior to 31 October 1974.

3. The group then held a business meeting to discuss the following topics:

a. Procedural Points

- 1) In the future all AAG meetings will have the following agenda.
 - ° Old Business - All action completed
 - Item(s) closed.
 - ° Pending Items - Recommendations Made
 - No Final Action taken -
 - Item(s) still open.
 - ° New Business - Brand New Item(s).

- 2) The minutes will reflect the status of all items categorized in the above format.
- 3) All AAG prepared reports, memos, etc. will be filed in chronological order in the master file. Each report filed will contain a notation as to why the item was closed (e.g. what action, if any, was taken).
- 4) New members of AAG will receive a handout explaining AAG procedures plus a six-month history of AAG actions.
- 5) Whenever new personnel join AAG (every six months), there will be a two-day workshop for all members (New/Old) to produce a six-month history of AAG actions. In this manner, AAG will always have a current history and new members will have a chance to become familiar with AAG personnel and procedures.

b. Old Business

25X1A

- 1) Parking Problem - [REDACTED] - This previously closed item was closed again and the originating employee will receive a short memo from AAG along with [REDACTED] memo. 25X1A
- 2) Drug Abuse Report - The AAG recommends publication of the Drug Abuse Report. One suggestion was entertained to include simple treatment of over-dose cases until qualified medical help is available. AAG comments and suggestions will be passed to Mr. Blake during the week of 7 Oct 74.
- 3) Recommendation to Eliminate General Schedule Grades 6 and 8 from Promotion Consideration - This proposal presented by Mr. Blake would only apply to non-clerical personnel. The group discussed this at great length and could not adopt a joint resolution on the question. Instead, the group decided to present individual views at the meeting with Mr. Blake on 31 October 1974.

- 4) Future Chairmen/Co-Chairmen - The following 5-month schedule was adopted:

25X1A

CHAIRMEN

CO-CHAIRMEN

OCT

NOV

DEC

JAN

FEB

- | 5) <u>Future Meetings</u> | <u>Type</u> | <u>Time</u> | <u>Place</u> |
|---------------------------|-------------|-------------|--------------|
| 15 October 74 | Business | 3:00 | DDA Conf |
| 31 October 74 | Mr. Blake | 3:00 | DDA Conf |

c. Pending Items

- 1) "Did you know that..." - Bulletin Board proposal - submitted to DDA for approval.
- 2) North Cafeteria Guard Station Location - Paper presented to group for approval.
- 3) AAG Budget - Mr. [REDACTED] will present a paper to the group representing AAG's desire for a budget.
- 4) New Acronym for AAG - The ADMINISTRATION Advisory Group (ADMAG) proposes that the Acronym, ADMAG, be adopted. This proposal will be presented to Mr. Blake on 31 Oct 74.

d. New Business

- 25X1A 1) Equal Benefits for Employees - Hqs vs. Non-Hqs
Mr. [REDACTED] passed on a suggestion that AAG look into the inequities in employee benefits between employees working at Headquarters and those working outside the Headquarters complex. Some inequities cited were the absence of an EAA Store, Gymnasium, Ticketron Service, Credit Union, Library, Free Parking, etc. AAG will discuss this issue at the next business meeting.

- 2) Office Time-in-Grade (T-I-G) Requirements - The group has discussed the Time-in Grade requirements existing in some offices. More will be said at the next meeting, but the group wonders why Time-in-Grade requirements for the same grade are different from one office to the next. And, if T-I-G requirements cannot be eliminated completely.

CP 2/1
CP 3/12
CP 4/1
CP 5/1

18/9
17/8

- 3) Grade Attraction Scale - This interesting term applies to the unwritten law which states that a secretary's position grade cannot be a grade over 1/2 the position grade of her boss -- For example, a secretary working for a GS-16 will not be promoted beyond a GS-08.0. AAG believes this is quite unfair and will decide on a course of action at the next meeting.

16 + 15 / 07
14/06
13/05

25X1A

- 4) New AAG Member Handout - Mr. [REDACTED] volunteered to prepare a paper on Policies and Procedures of the Administration Advisory Group to be given to new AAG members. A draft of the paper will be presented to AAG during the next month.

- 5) Fitness Reports - A proposal was made by Mr. [REDACTED] to study the current Fitness Reporting System and recommend changes. The proposal was withdrawn after Mr. [REDACTED] was convinced by other AAG members that the Agency had been trying to produce a good employee evaluation tool for twenty years and has yet to succeed!

25X1A

AAG Co-Chairman

Distribution:

Copies to each Attendee

- 1 - Mr. Blake
- 1 - Chrono
- 1 - Registry

Administrative - Internal Use Only

8 October 1974

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT: The Report on "An Introduction to Drugs of Abuse"

The Administration Advisory Group reviewed and discussed the subject report and recommends that it be published for the information of all employees. We found it interesting, understandable, and informative. We did discuss a suggestion, the practicality of which we felt to be beyond our technical competence to judge, but which we pass on for your consideration: the inclusion of overdose symptoms, and, possibly, emergency treatment which a layman might apply when faced with a situation of this type.

The Administration Advisory Group

Administrative - Internal Use Only

27 September 1974

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT: External Training

1. The Administration Advisory Group urges that Agency personnel be made aware of current laws and regulations governing sponsorship for external training.

2. Agency employees have always been keenly interested in receiving sponsored training both as a means to sharpen their skills and to prepare themselves for future work assignments. Recently, this interest has intensified largely as a result of Personnel Development Plans and Equal Employment Opportunity, but also because some components have recently been encouraging employees to participate in self-initiated training. A manifestation of this heightened interest is seen in the soaring number of employees who registered in the Off-Campus Program.

3. The laws and regulations governing external training have evolved through interpretation and application over the year. The result is that sponsorship for much training today is legally permissible and approvable when just a few years ago approval would have been impossible. The more liberal application of the law has not become widely known throughout the Agency. There is confusion and misunderstanding by both employees and supervisors as to what constitutes sponsorable training under existing laws.

4. After review, the Advisory Group believes that personnel would benefit by an issuance explaining the laws and their nuances. Perhaps an Employee Bulletin would reach the largest audience. We recommend this matter for your review.

The Administration Advisory
Group

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Agency Parking Space Allocation Policy

FROM:
Acting Chief, Logistics Services
Division, OL
3E30 Headquarters Building

EXTENSION

7808

NO.

DATE

TO: (Officer designation, room number, and building)


DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. AAG 25X1A
Attn: 
1104 Ames Bldg.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.



14.

15.

25X1A

25X1A

Jackie,

Rather than get into an extended discussion on the "parking problem", we have attempted to hold comments to those points raised by Ms. . If the AAG wishes to take on a formal review of parking, LSD representatives will be glad to discuss the matter in detail. For your information, per discussion with  the parking matter has not been raised with the DD/A.

25X1A

AC/LSD/OL

MEMORANDUM FOR: Administration Advisory Group

SUBJECT : Agency Parking Space Allocation Policy

Dear Jackie:

STATINTL

Insofar as Ms. [REDACTED] memorandum proposes basically the same scheme for parking on the Headquarters Building compound as proposed by this Division to the Management Committee a year ago, we see no serious conflicts of the two positions.

STATINTL

Ms. [REDACTED] does take issue with the two-person carpool concept when applied to man and wife teams of co-riders. The original Agency position on carpool reserved parking spaces was that three or more persons were required to constitute a carpool. This policy was superseded by the General Services Administration Government-wide concept promulgated in Federal Property Management Circular 74-1 dated 12 March 1974 which defined a carpool as "a vehicle containing two or more persons." Our own views on this definition are, therefore, irrelevant.

STATINTL

The Logistics Services Division has no objection to the "first come, first served" concept of parking as recommended by Ms. [REDACTED] however, there were strong objections in many elements to the concept when originally presented, and we anticipate that these objections would not have diminished in intensity should such a plan be resurrected at this time.

STATINTL

[REDACTED]

Acting Chief
Logistics Services Division, OL

cc: EO-DD/A
D/L

TAB

24 September 1974

MEMORANDUM FOR: DDA Advisory Group

SUBJECT : Minutes of meeting, 23 September

25X1A

1. [REDACTED] will arrange for the AG to meet with Mr. Blake during the latter part of October. The purpose of this meeting will be to submit the AG annual report.

2. After some discussion the recommendation to Mr. Blake regarding External Training was adopted without change. [REDACTED] will forward the recommendation to Mr. Blake. 25X1A

3. On the Agenda Item "Academic Qualifications of Agency Professional and Clerical Personnel," [REDACTED] requested a delay while he gathers final details for his report. 25X1A

4. Those members present agreed to the arrangements made for the AG to meet at [REDACTED] on 4 and 5 October. We will take our meals on Friday evening and Saturday at [REDACTED]. Each AG member will be assessed \$2.00. [REDACTED] will determine the prospects for bringing clerical support to the session. So far only Mr. [REDACTED] will be absent.

5. An Agenda was agreed to for the [REDACTED] session. During the two days the AG will:

- (a) Draft the annual report on AG activities for FY 1974.
- (b) Discuss "the Ramification of Abolishing GS-06 and GS-07".
- (c) Discuss the potential uses of an AG budget.
- (d) Decide on the details needed for AG minutes.
- (e) Establish a list of AG chairpersons for the balance of the calendar year.

6. [REDACTED] reports that OMS is still adamant in its opposition to advertising to Agency personnel the availability of medical examinations. OMS feels that they would be flooded with requests. In the near future, however, they are hopeful that the "Multiphasic" program will enable them to provide more service to more people. [REDACTED] has agreed, before the issue is dropped from the Agenda, to determine and report whether the "Consultive Bulletin" has brought attention to the 25X1A

medical services available to all employees.

7. Agreement was reached on Mr. [REDACTED] recommendation re- 25X1A
garding rest room facilities for visitors to the North Cafeteria. Af-
ter a few changes were suggested, it was decided that the paper should
be forwarded to the DDA.

8. It was decided that it would be futile for the AG to consider
the problem of Building wind pressure. Employees have complained that
wind at the entrances is often high enough to disarray employees' hair
and clothes. AG felt it was a problem which had been adequately in-
vestigated over the years.

9. Several items were proposed for New Business:

- (a) Possibility of placing the cover of the newly publish-
ed OTR catalogue on the official bulletin board.
- (b) Length of time needed to badge Agency dependents, re-
tirees and contractors who need access to Agency HQS
Building.
- (c) Employee grade reports in personnel files. It was
noted that employees who take external training
courses must make their own arrangements to have
grade reports placed in their component personnel
file. The AG felt employees should be informed and
that the best vehicle available is the "Did you know..
...." [REDACTED] has made a record of the item and
will have it displayed.

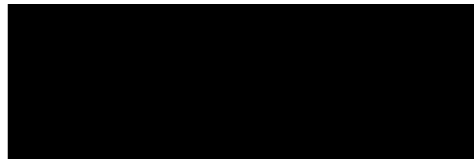
25X1A

25X1A

10. [REDACTED] will check within the DDA to determine the practice
regarding "Letters of Recommendation" for Promotion. Some offices in
DDA make use of these letters. It was suggested that employees be shown
these letter since they are often candid expressions of supervisors at-
titudes towards employees.

11. It was suggested that the AG undertake a study of the Agency
Employee Evaluation System, i.e., The Fitness Report. The Group felt
this was far too broad an area and one which has been studied in detail
by management as well as other employee groups. The members suggested
that the question be refined and more sharply focused before the AG pro-
ceeds.

25X1A



September Co-Chairman

18 September 1974

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT: Orientation for Spouses of New Employees

1. The Administration Advisory Group has received a suggestion we feel warrants your consideration.

2. The Agency has for many years had a program of orientation for people entering on duty. It has been suggested that the spouses of these new employees also receive some type of orientation. Particularly in this organization, it would appear to be beneficial for several reasons. Information concerning the functions and activities of the Agency often are misrepresented to the general public and new employees and their spouses come here with, in many cases, substantial amounts of misinformation and misgivings; becoming acclimated to the Agency's environment would be facilitated if the spouse was supportive and knowledgeable to some extent of its operation; it could accomplish only worthwhile objectives from a public relations standpoint to show that the Agency is concerned about these issues; unlike in other organizations, new Agency employees may be reluctant to discuss their jobs, even aspects which are perfectly permissible, due to the aura of secrecy surrounding its operation. Such a reaction tends to give spouses poor attitudes when they are typically quite interested in the job of the husband or wife.

3. The form of such an orientation would not need to be overly elaborate. Certainly something on the order of the Intelligence and World Affairs Course is not warranted. However, a two-to three-day orientation process should accomplish this effectively. We recommend this subject for your consideration.

The Administration Advisory
Group

25X1A

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ADMINISTRATIVE - INTERNAL USE ONLY

OK
as is
///

23 September 1974

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : External Training

1. The Administration Advisory Group urges that Agency personnel be made aware of current laws and regulations governing sponsorship for external training.
2. Agency employees have always been keenly interested in receiving sponsored training both as a means to sharpen their skills and to prepare themselves for future work assignments. Recently, this interest has intensified largely as a result of Personnel Development Plans, Equal Employment Opportunity, but also because some components have recently been encouraging employees to participate in self-initiated training. A manifestation of this heightened interest is seen in the soaring number of employees who registered in the Off-Campus Program.
3. The laws and regulations governing external training have evolved through interpretation and application over the year. The result is that sponsorship for much training today is legally permissible and approvable when just a few years ago approval would have been impossible. The more liberal application of the law has not become widely known throughout the Agency. There is confusion and misunderstanding by both employees and supervisors as to what constitutes sponsorable training under existing laws.

ADMINISTRATIVE - INTERNAL USE ONLY

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

4. After review, the Advisory Group feels that personnel would benefit by an issuance, explaining the laws and their nuances. Perhaps an Employee Bulletin would reach the largest audience. We recommend this subject for your review.

DDA/Advisory Group

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

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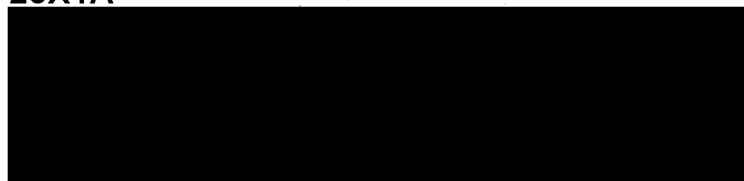
17 September 1974

MEMORANDUM TO: *1920A* AAG

SUBJECT : Washroom Facilities for Men and Women Visitors

There are no washroom facilities for men/women lunchtime visitors who enter by the North Cafeteria entrance. They receive a special badge and are allowed access to the North Cafeteria and Rendezvous Room only. They may not proceed past the guard desk in the outer corridor, (where the blind-man's stand is). Only 20 feet beyond the guard there are men's and women's facilities but out of the area where the visitors may go. Therefore no access to the restrooms. The recommendation is that the guard desk be more strategically located in that corridor so that visitors can wash up before lunch and still remain in the "permitted" area.

25X1A



~~Acting Chief~~
~~Africa Support Staff~~

E2 IMPDET
CL BY: 369033

CONFIDENTIAL

TAB

16 September 1974

MEMORANDUM FOR: DDA Advisory Group

SUBJECT : Minutes of Meeting, 12 September

25X1A 1. After some discussion, it was decided that the next AG meeting will be held on Monday 23 September. [REDACTED] will confirm the time and location.

25X1A 2. [REDACTED] reported that no progress had been made on the agenda item "Training Not Directly Related To Employees Job." He offered that more should be done than merely recommending to the DDA an all employee bulletin on recent liberalization of laws on training. After discussion, the consensus was that a paper should be drafted for consideration by the AG.

25X1A 3. On the agenda item "Parking" the opinion of the AG was that the complainant would be given a copy of Mr. [REDACTED] memorandum detailing the problem of parking. [REDACTED] will write a covering memo. The item is removed from the agenda.

25X1A 4. No report was made on the item "Academic Qualifications of Agency Professional and Personnel." [REDACTED] will present his report at the next AG business meeting.

25X1A 5. [REDACTED] advised that the issue of "Shower Facilities for Women" could be considered satisfactorily resolved and removed from the agenda. Morning hours for women to take showers have been set aside. OP/BSD advises that an all employee bulletin is being considered as a means for advertising the shower facilities.

25X1A 6. [REDACTED] will make arrangements for AG to meet at [REDACTED] on Friday 25X1A 4 October and Saturday 5 October. The AG will meet to draft an annual report on the activities of the DDA Advisory Group. The AG will be advised of procedures for gaining access to [REDACTED] at the next meeting.

25X1A 7. The draft paper entitled "Orientation for Spouses of EOD'ers" was accepted without change. [REDACTED] will arrange to have the paper delivered to DDA.

25X1A 8. [REDACTED] reported that OMS will on request perform a physical examination ~~on any~~ Agency employee. There is, because of demand, a considerable waiting period. [REDACTED] will report at the next meeting on the desirability of advertising this service to all employees.

25X1A 9. Regarding the meeting with Mr. Blake and Mr. McMahon all agree it was worthwhile and productive. The AG hopes to hold another meeting with DDA and A/DDA during the last week of October. [REDACTED] will make the arrangements and advise of the precise date and location.

25X1A 10. It was decided that the AG members will meet in residence (see paragraph 6) for two days in early October to draft a report on AG activities for FY 1974. In the meantime AG members will write short paragraphs on AG projects in which they actively participated. On those projects for which there is no individual or collective memory, [REDACTED] will review the past AG minutes and make assignments to members to research and write a short synopsis. Members are reminded that the report to Mr. Blake must be brief and succinct.

11. It was the consensus of the members that two other items will be placed on the agenda for discussion while in residence. These are Mr. Blake's request for reactions to the "Ramifications of Abolishing GS-06 and GS-08" and the subject of "A Budget for the AG."

25X1A 12. Discussion was postponed on the impact of Agency wide distribution of a sterilized report covering Agency security standards for employing drug abusers. The members felt it necessary that they see the report before any discussion could be relevant.

13. [REDACTED] will be Co-Chairman in October and Chairman in November.

14. It was the consensus of the group that they would abide by a 15 minute time limitation for discussion of any one agenda item.

25X1A
[REDACTED]

September Co-Chairman

MEMORANDUM FOR: Deputy Director for Administration
SUBJECT : Orientation for Spouses of EOD'ers

1. The Administration Advisory Group has received a suggestion we feel warrants your consideration.

2. The Agency has for many years had a program of orientation for people entering on duty. It has been suggested that spouses of these new employees also receive some type of orientation program. Particularly in this organization it would appear to be beneficial for several reasons. Information concerning the functions and activities of the Agency are often misrepresented to the general public and new employees and their spouses come here with, in many cases, substantial amounts of misinformation and misgivings; becoming acclimated to the Agency's environment would be facilitated if the spouse was supportive and knowledgeable to some extent of its operation; it could accomplish only worthwhile objectives from a public relations standpoint to show that the Agency is concerned about these issues; unlike in other organizations, new Agency employees may be reluctant to discuss their jobs, even aspects which are

SUBJECT: Orientation for Spouses of EOD'ers

perfectly permissible, due to the aura of secrecy surrounding its operation. Such a reaction tends to give spouses a poor attitude when they are typically quite interested in the job of the husband or wife.

3. The form such an orientation takes would not need to be overly elaborate. Certainly something on the order of the Intelligence and World Affairs Course is not warranted. However, a two-three day orientation process should accomplish this effectively. We recommend this subject for your consideration.

AAG

CONFIDENTIAL

SSA-DD/M&S

74-0707

16 August 1974

MEMORANDUM FOR: M&S Advisory Group

Jackie:

1. Per your request, here are a few of my views on the parking system. This will be a very broad approach, but I will be glad to expand it if you wish. I presume that you will also request the views of Logistics Services Division, since parking is basically their responsibility.

2. First, let me agree that there is discontent, but not all of it is from the same point of view. Many people have some sort of complaint. Younger people feel that they get what is left over after the older or more senior people get the best of spaces. On the other hand, older employees feel that, after spending 10 years walking out to Haines Point during the 1950's, they are entitled to better treatment than they are now getting. There are also a large number of people who once used their own cars on official business, but who now use taxicabs because they are unwilling to look for parking spaces two or three times a day. In other words, there are not very many people who feel that this system, or any other system, is really a very good one. I'll try to comment on some of the recurring problems as I go.

3. The Agency's present parking system is based on GSA regulations which went into effect about six months ago and which cover all U. S. Government parking lots, wherever located. A car pool is defined by GSA as any arrangement whereby two or more employees ride together. Thus, married couples technically qualify as a car pool, although I recognize the problems associated with that. The GSA

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regulations stipulate that not more than 10% of the total parking spaces can be reserved for executive parking and medical disability parking. Beyond this 10%, spaces must be assigned on the basis of the number of persons in a car pool. The Agency has implemented these regulations in the following manner:

a. The 10% has been set aside for executive and disability parking. I think the justification for this is self evident, but I will be glad to discuss it if anyone would like clarification. However, in the DDO there are only half as many reserved parking spaces as we had under the earlier system. Those who lost spaces were mostly GS-15's. (I understand that GSA has now revised the rule to state that disability parking can be in addition to the 10%, but this will have practically no impact.)

b. Car pools of three or more riders are given top priority after the 10% medical and executive permits. The car pools get reserved spaces, which are assigned centrally by Logistics Services Division, and any three employees who get together are guaranteed a reserved space. This includes non-Agency employees who work in the Langley compound; employees who work in Rosslyn or other areas are not entitled to a parking space at Headquarters Building.

c. Because we have a population which is highly transient, particularly in the DDO, it is not administratively feasible to attempt to centrally control the two-rider car pools. This is handled within the various Directorates. However, any two people who ride together are entitled to a lane (non-reserved) parking space.

d. After the 10% executive and disability parking, and after the assignment of reserved and lane spaces to car pools, all other employees who ride alone get what is left. These are all lane spaces in either North or South Lots, or open parking in West Lot, and they are assigned to individuals by the Operating Offices to whom they are allocated. The components may assign them on the basis of length of service, grade, medical requirements, etc. It is here that I think the inequity may exist, and at this stage I am not sure how I would recommend that we resolve it. Agency policy is that these left-over lane spaces will be allocated to components on the basis of each component's percentage of the total population. This means that large components (perhaps with a very low grade structure and relatively new employees) get more lane permits than a small component (which may have a very high grade structure and relatively older employees). Thus, a

component such as Services Staff will be able to issue permits to a much lower level, in terms of grade and age, than an Area Division. I emphasize, however, that this concerns only those employees who choose to ride alone and who, for whatever reason, do not form car pools. It has no bearing on anyone who wants to ride in a car pool, since they are guaranteed a parking permit, either in a reserved area or a lane.

4. During the past two months we have collected a few statistics concerning car pool riders in the DDO. They don't really prove anything, but they are interesting. As noted above, the GS-15's and 14's who once had reserved parking spaces are now competing for the lanes with all other employees, and the reserved spaces are issued only to car pools with three or more riders. The average grade of a rider in a three-person car pool is GS-9.4, which is substantially below the Agency average, and most riders are in the GS-5 to 7 range. About 11% of all riders in three-person car pools have one year of service or less, and the average is 6 years. About 60% of the car pool members are women. The statistics for the two-person car pools are a little different. While the average grade is about the same, most of the riders are in the middle grades of GS-7 to 13. About 30% of all of the two-person car pools have riders with the same last name, presumably either husband/wife or parent/child. There are other statistics but, as I mentioned, they really don't prove anything.

5. When GSA put these regulations into effect they intended to solve problems relating to fuel shortages and ecology, but most employee grievances are in terms of equity in the assignment of spaces. So, first the fuel shortage and ecology. When the system first went into effect we had a good response to the car pool system, but now it has fallen off. This leads to the conclusion that the primary impetus was the fuel shortage, and not the desire to have a better parking space. The three-person car pools which have broken up are apparently going back to random parking. From the standpoint of ecology, the new system probably accomplished little. Counts of cars coming into the compound show that we now have about the same number as before the change. Further, a lot of people who once used their cars for official business are now using taxicabs, and this sometimes involves the use of more than one cab to break the trip. So, in the long run there may be more fuel being used.

6. The next question is whether we are accommodating more people under the new system than under the old one. I don't think so. While the DDO has

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several hundred people riding in car pools, we also have several hundred fewer permits to issue. The actual increase in the number of people being accommodated is only about 5%, which isn't very significant.

25X1A

7. Ms. [REDACTED] raises the question of equity in assigning car pool permits to husband/wife teams. I can't disagree with her, and the problem has been discussed ever since the regulations were issued. I can only say that the trend, in government generally, is that both employees are regarded as full partners entitled to all the benefits which they would receive if they were not married. There have been court rulings in terms of overseas allowances for the wife, for example, and I suspect that an EEO officer would rule that a GS-6 wife riding in a car pool is just as eligible an applicant as her GS-15 husband. I don't know who the final arbitrator would be, but that is what the GSA regulations seem to be saying.

8. So where do we stand now? I think that the fact that there are empty parking spaces does not indicate that the system is being mismanaged, but simply that we have enough parking space to accommodate everyone who wants to drive to work. The issue is not who will get a parking space and who will not, but who will get the best spaces and who will park in West Lot. There are several facts which are clear, I think. The first is that all car pools of three or more riders have been given reserved spaces. The second is that the lane spaces are not distributed to individual drivers until all of the two-person car pools have been accommodated. This was not easy since not all two-person arrangements involve employees in the same Directorate, but it was nevertheless accomplished. The third is that the inequity, if there is one, concerns only the distribution to single riders of the lane permits which are left over after the other requirements are met. Ms. [REDACTED] suggested that we eliminate all reserved parking except for disabled people (probably fewer than 100), and make everything else open parking. There are a number of people who favor this, but I honestly don't see how that would be an improvement over the present system, for the following reason. There are now a large number of empty parking spaces in all three lots each day, and only about one-third of the headquarters population competes for the non-reserved areas. To do away with organized parking would mean that 100% of the spaces would be "open," and 100% of the employees would be competing for them, and the lots would be unmanageable. For one thing, the employees who come in on the 0800 shift would have all the close-in spaces and the employees who come in at 0900 would be in West Lot. As long as our organized system takes care of substantially all of the population, and as long as anyone who wants to ride in a car pool

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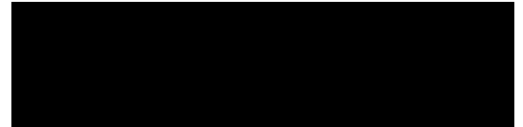
CONFIDENTIAL

is assured a permit, I think that those who choose to ride alone and compete for open spaces are in no worse situation than they would be if they had to compete with the entire Headquarters staff. Anyone who wants to ride alone is assured that he can park his car in a safe space inside a guarded compound. I think that is a remarkable arrangement when compared to the rest of government, including the Agency components in other locations such as Rosslyn and Building 213.

9. And, finally, I see no reason why you should not study the parking problem, but I would suggest that you talk to Logistics Services Division first. Our next six-month review, required by GSA, is not too far away.

10. Let me know if there is anything else you would like.

25X1A



Special Support Assistant to the DD/M&S

TAB

9 September 1974

MEMORANDUM FOR: DDA Advisory Group

SUBJECT: MINUTES of 5 September 1974 meeting with Mr. Blake

The AAG met with Messrs. Blake, McMahon and [REDACTED] 25X1A primarily to discuss the listing of items considered and/or handled by the AAG since January 1974. Prior to a review of the listings, Mr. Blake reported on the CIA MAG annual report in which Mr. Colby has asked for a similar report from the other Advisory Groups. He will make available to each member a copy of this MAG report. The group agreed that an AAG report is an excellent idea and that it would be submitted to Mr. Blake by 15 October 1974. Mr. Blake stressed that this date was not sacred and could be changed. We will try to meet that deadline.

We then discussed some of the items listed in the attachment to the Agenda as follows:

Completed action list:

1. Mr. Blake will read the paper submitted to Mr. Brownman in April concerning the "Did you know...." section of the official bulletin board proposed by the AG.
2. The publicizing of promotions and QSIs is to be included on the agenda for the Office Heads meeting to be held the last weekend in September.
3. The format for individual office reviews (conferences) is to be placed on the agenda for the September Office Heads meeting.
4. The casual dress code proposed by the AG was discussed verbally with the Management Committee and the conclusion was that office heads would pass the message verbally, since this kind of thing is a little difficult to commit to writing.

Dropped item list:

1. Drug Abuse Program - Mr. Blake advised that there was a review 6 weeks ago concerning the security clearance standards with regard to drug usage. Mr. Blake will provide the AAG with sterilized copies of the report and asked that we provide our reaction concerning the value of general employee distribution of the report.
2. A brief discussion concerning the book exchange idea led to Mr. Blake's comment that we might try to do something along this line for the next running of the UVA program. He commented that the enrollment for this semester has more than doubled last year's and is now close to 600 (Mr. [REDACTED] advised it went over 600 that day).

3. As a result of the PASG recommendations, Mr. Blake advised, there is a lot going on in the Directorates on the subject of Career Counselling.

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-2-

MINUTES OF 5 SEPTEMBER 1974 MEETING

25X1A

4. Mr. Blake asked Mr. [REDACTED] to check into the problem of getting badge pictures in the Official Personnel Files, in connection with the discussion of the quality of pictures in use in the files.

Pending Item list:

1. Mr. Blake advised that the subject of Career Development for Clerical Personnel is to be discussed at the Management Committee on Monday. The DDO submitted 2 papers -- 1 challenging the secretarial grades; and one advocating the establishment of senior secretarial career boards at the Directorate levels initially. Mr. Blake obtained a consensus from the Group present that Directorate-wide clerical panels would be acceptable in lieu of one Agency-wide service as had earlier been proposed.

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2. Mr. [REDACTED] advised that he had received a response from the Agency MAG to the effect that they did not wish to have their pictures posted on the bulletin board for various reasons (among them: cover; rapid turnover). It was decided, then, to drop the project designed to advertise the various Advisory Groups on the official bulletin board.

3. In discussing the subject of foreign currency turn-in, Mr. Blake expressed his opinion that the B&F sections in area Divisions would be excellent spots for currency to be turned in since all travellers do not process through CFB. He will talk to Mr. [REDACTED] about this. 25X1A

During a general discussion, the question was raised by a member concerning the guidelines Mr. Blake felt we should apply in determining whether or not to accept problems for consideration. It was his opinion that, considering the time, energy and resources available to us (which are necessarily limited because of our first obligation to our jobs), we should consider several points:

- A. Is the problem applicable only to 1 person, or would it affect a large group of employees.
- B. Is the problem one which could be referred to an appropriate Agency component for resolution -- if so, it should be referred.
- C. Is the problem one the nature of which might not clearly fall into any one pocket. If so, it could be the type of thing AAG would take on.
- D. Is the problem one, the solution of which would involve more than one office. If so, AAG could consider it.
- E. Is the problem one which would result in good public relations for the group.
- F. Is the problem one which would involve cooperation of another Directorate.

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MINUTES OF 5 SEPTEMBER 1974 MEETING

Mr. Blake asked the Group about our own feelings concerning the kinds of things we would like to be involved in. The consensus was that we would like to serve as a sounding-board for the DDA, in addition to handling problems. As a result of that response, Mr. Blake suggested we might talk about 2 items:

- A. Should we abolish the use of GS-06 and GS-08 positions in the Agency, and what would be the ramifications of such an action.
- B. If the Group had money available to it, how would it be used?

At the conclusion of the meeting, it was decided we would notify Mr. Blake as soon as we were able to set a time for another meeting with him. Since we had not had a business meeting for some weeks, the Group felt we must get together to discuss our pending items and other business first.

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August Co-Chairman

TAB

19 August 1974

MEMORANDUM FOR: DDM&S Advisory Group

SUBJECT: Minutes of Meeting, 15 August 1974

The following agenda items were discussed:

1. Pending Agenda Items

A. "Letter of Agreement" vice "Letter of Instruction":

The Group agreed, after some discussion of Mr. [REDACTED] paper that, since there appeared to be no strong feelings (feedback was reported to be 50/50) for or against changing the title, the subject would be dropped.

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ACTION: No further action

25X1A

B. Shower facilities for women: Mr. [REDACTED] reported that OP/BSD had approved use of shower facilities by women during early morning hours for the period 1 April through 1 October. When questioned about the limited period, the suggester allegedly was informed that "there was no requirement" for such facilities during the winter months, or words to that effect. The employee was not completely happy with this response but requested that, at the very least, the hours be more widely publicized than a note on the gym door.

25X1A

ACTION: Mr. [REDACTED] are to discuss further with the Chief/BSD and report at the next business meeting.

C. Parking: In response to an employee complaint concerning the designation of married couples as "car pools" and the resultant discrimination against single employees. Mr. [REDACTED] discussed this problem with [REDACTED] who promised an early response. At this meeting [REDACTED] advised that Mr. [REDACTED] had been on leave and he had not yet received a reply.

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ACTION: Keep on agenda as "pending" item.

D. Bulletin Board Display: The posting of the pictures and names of the various Agency and Directorate Advisory Groups, which was agreed to by Mr. [REDACTED] has dragged a bit because of difficulties obtaining pictures from some of the groups. Mr. [REDACTED] advised also that Mr. Blake preferred to have a group other than the M&S posted first.

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25X1A

ACTION: An update of the status of this item will be prepared for discussion with Mr. Blake at our next meeting with him.

E. Training for jobs other than the employee's current one:

Discussion among the group revealed that the problem appears to be not one of lack of available training but a lack of understanding by rank and file employees and their supervisors of the more liberal interpretation of sponsored outside training available.

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ACTION: Mr. [REDACTED] is to prepare a memorandum from JAG to the DDM&S recommending that the new laws and application of them be

-2-

MINUTES OF 15 AUGUST 1974 MEETING

2. New Agenda Business

A. Agenda for 22 August meeting with Mr. Blake: Since Mr. Blake asked for an update of our accomplishments since January, the Group agreed that this would be the main topic for discussion and that the agenda items would consist of the following:

- List of Pending Items
- List of Accomplishments
- List of Dropped Items
- DDM&S Image (see next item)

B. DDM&S Image: this long-discussed subject was discussed once again and a consensus reached that we should find out if Mr. Blake is as concerned about the "image" as was his predecessor before we pursue this item any further.

ACTION: Include on the agenda for 22 August meeting with Mr. Blake

C. Academic qualifications of Agency Professional and Clerical Positions: The discussion centered around the movement of females with college degrees in the DDO from clerical to professional positions without having to meet the CT standards applied to males. ACTION: Mr. [REDACTED] will prepare a paper which will be used as a basis for further discussion.

25X1A

D. MSAG file: It appears that the master MSAG file is in a state of little disarray. All agreed it should be straightened out and that minutes of the meetings be included in it. No one was assigned this task at this time.

3. New business introduced

25X1A

A. Mr. [REDACTED] mentioned a suggestion by an employee that a Bloodmobile be scheduled for Agency employees in Rosslyn. This would result in a considerable savings in time and probably would increase participation of employees in this area who must now drive or shuttle to Hqs. ACTION: The Group concluded that this idea belongs more appropriately in Agency Suggestion Award channels and that Mr. [REDACTED] should so inform the employee.

25X1A

B. Orientation Program for Spouses of new EODs: Mr. [REDACTED] mentioned this item and all agreed it sounded like a good idea to pursue. ACTION: Mr. [REDACTED] is to prepare a draft memorandum on the subject.

25X1A

C. "Money Drop" or foreign currency turn-in: this is actually an old item which got lost in the shuffle. Further discussion revealed that there is a box located in CPB where travellers may deposit their excess foreign currency but only those travellers who process through CPB would be aware of it.

ACTION: The Group agreed that it would suggest to Mr. [REDACTED] that this subject be covered in the "Did you know..." section of the official bulletin board which we had earlier suggested be established.

25X1A

DDA ADVISORY GROUP

COMPLETED ACTIONS
SINCE 1 JAN 1974

19 August 1974

ITEM

REMARKS

- will read* 1. Items for the ^{official} ~~classified~~ bulletin board
Paper submitted to DDM&S April 1974
2. MSAG publicity
DDM&S distributed memorandum to M&S careerists.
- OH meeting* 3. Publicizing of promotions and QSIs
Paper submitted to M&S 28 March 1974 recommending wider publicity.
4. Overtime compensation for certain employees in Vietnam and Laos
Investigation revealed unusual circumstances were involved and affected small number of people. Employee who raised question was informed and apparently satisfied. No further action.
- OH meeting* 5. Suggested format for office reviews
Provided verbal report to DDM&S recommending 3-day conferences in the OF format.
6. Solicitation of input to MSAG
Paper submitted to DDM&S. Included in his memorandum to M&S careerists.
7. Applicant processing procedures
Paper submitted to DDM&S recommending a review of Agency applicant processing procedures.
8. Casual dress code
Was discussed verbally. Mgmt Ctee - should not be verbally
Paper submitted to DDM&S in July 1974 recommending adoption of casual dress code.
9. Cover for the bus stop located near the PSD building in Hqs compound
Investigation revealed plans were already in process to provide protection. Employee informed.
10. Messy state of picnic area outside South cafeteria (trays, dishes, condiments left outside & trash all over)
Referred directly to OL/LSD for action.
11. Establishment of Bloodmobile program in Rosslyn for Rosslyn employees
Suggested to employee to submit through Suggestion Awards System

DDA ADVISORY GROUP

DROPPED ITEMS

19 August 1974

ITEM

REMARKS

- * 1. Drug abuse program
*Review to who does re what agency in
 appl + what standards are for
 clearance.*
Blake will give us sterilized copy of review.
*- AG read + give reaction if worth running
 off for emp.*
 Holdover from 1973. AG decided
 that since management and several
 offices were heavily involved in
 this program no further discussion
 need be held.
2. EAA book exchange (intended pri-
 marily to aid off-campus students
 then expanded to include disposi-
 tion of personal book collections)
may try do something next time
 Paper submitted to DDM&S who later
 suggested the AG run a "book bazaar".
 AG dropped the idea as not feasible.
3. GSI cafeteria complaints
 Employee informed to report
 complaints to CIA Cafeteria Committee.
 No further action.
4. Redundancy and/or excessive distri-
 bution of computer printouts
 Investigation revealed OJCS was
 planning to publish a notice on this
 subject. No further action.
5. CIA displays in establishments
 outside CIA for public relations
 purposes
 DDM&S advised the AG this idea was
 not feasible.
6. Office name changes
 AG was informed that OP already was
 working on this problem.
7. Allocation of car pool spaces
 Investigation revealed that LSD
 monitors parking and reviews each
 six months. AG decided no further
 action on its part was necessary.
8. Career counselling program
*not going on in directorate
 as result of PASG*
 Investigation by means of discussions
 with OMS/PSS revealed OTR is working
 on a training program. No further
 action by AG deemed necessary.
9. Election of AG members as opposed
 to present method
 After discussion, AG decided election
 was inappropriate.
10. Quality of pictures in use in
 Official Personnel files
*Ship to check re getting into
 OP file*
 Discussion resulted in AG decision that
 magnitude of this item was such that
 not much could be done. Employee
 informed that quality affected by
 cameras, film, etc. in use and no
 slight to employees is intended.

DROPPED ITEMS CONTINUED

<u>ITEM</u>	<u>REMARKS</u>
11. Job exchange notices between employees of different directorates	In view of existing system allowing "shopping" of file, internal details, vacancy notice system, no further action deemed necessary on part of AG.
12. Placement of language training cards in elevators	AG was informed that previous studies showed acquisition of language knowledge cannot be effectively accomplished in this manner. No further action.
13. Change of title of Letter of Instruction to Letter of Agreement	Paper was drafted but after further discussion, AG consensus was that it was not a serious enough problem to pursue at this time.
14. UBLIC/FEGLI/insurance/hospitalization benefits summaries to aid employees in keeping spouses informed	AG concluded after discussion that enough information was made available to employees who chose to inform their spouses and that it essentially is a personal problem.
15. Employee bulletin distribution system	Investigation revealed that the distribution system was probably as effective as it could be made and that the problem of employees not seeing bulletins, etc., might lie in the mail system or with their own offices rather than the central system. No further action.

DDA ADVISORY GROUP

PENDING ITEMS

19 August 1974

ITEM

REMARKS

- | | |
|---|---|
| 1. Career Development for Clerical Personnel | Survey of clericals undertaken by OMS under AAG sponsorship. OP has assigned a committee to work on this project. |
| 2. Advisory Group display for the bulletin board | Pending receipt of pictures of other AGs. |
| 3. Training not directly related to employee's job | AAG preparing a paper suggesting that available training be publicized more fully. |
| 4. Parking (employee complaint concerning assignment of car pool spaces to married couples as a pool) | Mr. [REDACTED] has been contacted and will inform AAG of his findings. |
| 5. Academic qualifications of Agency professional and clerical positions | Under discussion |
| 6. Shower facilities for women | A solution has been proposed by OP/BSO which the employee finds unacceptable. AAG representative to discuss with C/BSO. |
| 7. AAG session at remote site | Under discussion |
| 8. Foreign currency turn in | AAG preparing paper suggesting CPB acceptance of excess foreign currency be publicized through the proposed "Did you know..." section on the bulletin board |
| 9. Orientation program for spouses of new EODs | AG to prepare a paper recommending such a program (similar to the one in use by the CT Program and Commo) be instituted for other Agency components. |

STATINTL

STATINTL

① - Coming up to me on Monday. DDO turned in 2 papers - no challenging secy grades. - one adv. est agency wide + initially sr cler Career Bonus Prog - then 70 up.
hold til action →
Curren's direct level

D-R-A-F-T

31 July 1974

MEMORANDUM FOR: Executive Officer, DDM&S

SUBJECT : Letter of Instruction

1. The Management and Services Advisory Group recommends changing the name Letter of Instruction to Letter of Agreement.
2. Experience has shown that the Agency employee plays an integral part in the development of the Letter of Instruction. The employee is consulted regarding duties, responsibilities and objectives. Often employees draft their own LOI's. Signature by both supervisor and employee is a signal to indicate mutual acceptance and ratification. Changes can be made by either party but only with consent of the other. The Letter of Instruction is a negotiated instrument based on mutual understanding and agreement.
3. The name Letter of Instruction denies by implication the important role of the employee. The word Instruction in particular suggests a directive or command from supervisor to employee. It connotes a one way communication, speciously rejecting the voice of the employee. The word conveys the impression of heavy handed management.
4. The words Letter of Agreement remove the negative implications and more accurately describe the intent and processes of these Letters.

MSAG

1 August 1974

MEMORANDUM FOR: 25X1A
[REDACTED]

SUBJECT : Shower Facilities for Women
Employees

REFERENCE : Your Memo to C/BSD dated 25 July
1974; Same Subject

Your requests in paragraph two of reference for the locker room and shower facilities near the indoor track has been approved. These facilities will be available to women from 1 April through 31 October from the hours of 0700 to 0830.

25X1A

[REDACTED]
Chief, Benefits and Services Division

MSAC

25X1A

OJCS-1017-74
25 July 1974

MEMORANDUM FOR: Benefits and Services Division, Office of Personnel
SUBJECT : Shower Facilities for Women Employees

1. The recent energy crisis has added a new dimension to the old problem of obtaining fair treatment in the use of the Agency's athletic facilities. Women are now seeking to participate in physical activity before working hours. Some women would like to use their bicycles as transportation to work, and others would like to play tennis before work. These women would like to shower and dress at the Agency, as do men who exercise before working hours.
2. Several options for shower facilities for women have been studied with the help of Office of Logistics. The most reasonable and acceptable (in having adequate dressing facilities, towel service, etc.) is to designate the shower/locker room/ toilet facility located off the basement corridor near the track for women to use from 0700 to 0830 each morning. The other locker room/shower facility, as well as the exercise room would be reserved for men during that period. The right of privacy will be maintained the same way as it is maintained by having separate rest room facilities for the sexes throughout the agency. If members of both sexes understand that members of the opposite sex will be using the corridors in the basement, and that one of the two shower facilities is reserved for women, and the other for men, embarrassment can be avoided.
3. Men can choose to ride a bike to work, play tennis before work, etc., or choose not to. Women need to be able to make such a choice also.
4. We need a facility so we might take advantage of the opportunities we have to improve our physical well-being.

25X1A

Distribution:

Orig. - Adse

1 - D/OJCS

1 - EO/OJCS

1 - C/Admin/OJCS

1 - C/AD

1 - C/BB/AD

Branch B, Applications Division
OJCS

25X1A

Approved For Release 2000/05/16 : CIA-RDP81-00261R000600050002-3

1 -

2 - BB chrono & OJCS Reg.

TAB

14 AUG 1974

MEMORANDUM FOR THE RECORD

SUBJECT: MSAG 5 August Meeting

ATTENDEES: Mr. Blake, Mr. McMahon 25X1A

25X1A

1. MSAG discussed with Mr. Blake our purpose and the ways we attempt to solve problems. MSAG alerts management to problems and suggestions which have not been solved through other channels. MSAG will attempt to solve problems but feels its role is primarily investigative. Both Mr. Blake and Mr. McMahon indicated suggestions and ideas for MSAG consideration should come from the DDM&S, the MSAG itself, and from M&S personnel. Mr. Blake stated that more ideas for MSAG would come from the DDM&S level. Mr. Blake and Mr. McMahon desired to discuss among themselves what should be MSAG goals and procedures. They will report back to MSAG at a later meeting.

2. Mr. Blake said he welcomed joint meetings and joint projects with other MAGS. Mr. Blake also announced that Mr. McMahon would attend MSAG meetings.

3. MSAG was asked to list current projects and also those projects we have resolved in the past 6 months and which were never discussed with the DD/M&S. Mr. [REDACTED] requested a copy of the minutes of each meeting and an agenda for each meeting.

25X1A

REVISED 2 AUG 1974

Approved For Release 2000/05/16 : CIA-RDP81-00261R000600050002-3

Agenda for MSAG Meeting
with Mr. Blake

1. For our first meeting with Mr. Blake, MSAG would like to briefly outline our approach to problems/suggestions and our procedure in dealing with these problems/suggestions. MSAG realizes that a new DD/M&S may desire a change in our role and procedures. We would appreciate your guidance.
2. Recently some MSAG members have been invited to other MAG meetings. MSAG would like to reciprocate if the DD/M&S has no objections. *no objection. Encourage cross fertilization.*
3. The paper on "Applicant Processing Procedures" was prepared by [REDACTED] and is submitted by MSAG. The paper relates not only to applicant processing but also to the image of the Agency and the M&S.

25X1A

Time: 1500 - 1700 5 August 1974
Place: DD/M&S Conference Room

1. John to sit in on meetings

25X1A

[REDACTED]
Chairman, MSAG

2. BB - use a source

3. no plans/implementation

→ common problem also go to com

→ ideas & concepts can be

4. minutes

5. 3 wk - list - recon

6. O.A. mtg end of Sept.

Approved For Release 2000/05/16 : CIA-RDP81-00261R000600050002-3

<u>Office</u>	<u>Name</u>	<u>Room</u>	<u>Ext.</u>	<u>Term Expiration</u>
	25X1A			
MG Career Serv.		3C34, Hqs.	5516	Jul 75
OJCS		2E34, Hqs.	4471	Jul 75
Security		GE31, Hqs.	2273	Jul 75
OTR		1001, C of C	2200	Jul 75
Communications		2D0105, Hqs.	6758	Jan 75
✓ Personnel		5E47, Hqs.	6302	Jan 75
Finance		4E12, Hqs.	7865	Jan 75
Logistics		1104, Ames	3173	Jan 75
Medical Serv.		706, C of C	3247	Jan 75

REVISED

31 July 1974

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT: Applicant Processing Procedures

1. The Management and Services Advisory Group has become aware of some problems concerning the processing of applications for Agency employment:

A. There appears to be no special attention paid to applications of persons who are especially recruited for particular positions. These applicants receive the standard form letter which says their qualifications will be reviewed and which, understandably, causes some concern on the part of the specially recruited applicant. This creates a negative impression and raises doubts in the mind of an applicant who already knows for which job he is being employed.

B. There are many delays in the system which also tend to reflect negatively on the Agency: the time required for reviewing the applications, security and medical clearances.

2. We recommend, therefore, that a study be made of the applicant processing procedures.

The Management and Services
Advisory Group

21 May 1974

MEMORANDUM FOR: DDM&S Personnel

SUBJECT : Suggestions to the M&S Advisory Group

On 2 July 1973 the DDM&S established a Management and Services Advisory Group, composed of young officers from each of the Offices in the Directorate and the MG Career Service, to identify and study problems in the Directorate and discuss them informally with top management. As I have described it:

"The group has no formal production responsibility, nor is it intended to replace existing formal command channels. But it does give me a chance to hear informally what is on people's minds. I meet with the group at least once a month, or more often if they have something they want to say to me, and we talk candidly. I don't look to the MSAG to provide answers, but to raise questions. I have put all of the resources of the Directorate at their disposal and would like you to give them whatever help they need. I have taken the efforts of this group seriously; and I would like to use it as a means for anyone in the Directorate to communicate his ideas to the DDM&S."

A few of the issues MSAG has dealt with in the last few months are:

1. VIP Unit Pricing
2. Establishment of a Clerical Career Service
3. Expanded Commuter Service
4. Expanded external use of CIA displays
5. Clarification of office names and initialing
6. Publication of Promotions and QSI's as a means of recognizing employee performance.

SUBJECT: Suggestions to the M&S Advisory Group

The purpose of this memorandum is to give you the opportunity to consider issues you would like to raise with top management in DDM&S. If you have a topic or issue that you would like to bring to the attention of the MSAG, submit it in writing and mail it to MSAG, 7D18 Headquarters Building or, if you prefer, you may discuss the topic or issue with a MSAG member within your component. The topics or issues should not involve personal grievances. Currently, the MSAG consists of the following people:

<u>Office</u>	<u>Name</u>	25X1A	<u>Room</u>	<u>Extension</u>
Medical Services			706 C of C	3247
Logistics			1104 Ames	3173
Training			426 C of C	2381
"MG" Career Service			5B2828 Hqs.	4158
Communications			2D0109 Hqs.	6731
Finance			4E12 Hqs.	7865
Joint Computer Support			GA0527 Hqs.	4311
Personnel			5E47 Hqs.	6302
Security			4E27 Hqs.	5365

HAROLD L. BROWMAN
Deputy Director
for
Management and Services

25X1A

MR. BROWNMANN'S REMARKS TO THE FIRST MEETING
OF THE MANAGEMENT AND SERVICES ADVISORY GROUP

12 July 1973

Mr. Brownman conceives of the MSAG as a "management conscience", a managerial device with great potential. The group's function is not to provide god-like answers, but to raise questions ("should this be as it is" and "should we do something about it"). In charging the MSAG with its responsibilities, he assured us that all assets of the Directorate would be made available to MSAG. For example, we will not have to dig out our own statistics; the Office of Personnel will provide them for us. If he had his preference, MSAG would be a solely voluntary group. He sees as one of our tasks to sell the MSAG to the rest of the Directorate so that in the future people will volunteer for the assignment. Despite this public relations task, however, the group's purpose is not to make friends but to look coldly and objectively at the problems of the Directorate. If we are criticized for being a "company union", ask the critics to join us. We will have direct access to office directors and their deputies and should take advantage of this access. In sum, Mr. Brownman strongly endorsed the concept of a MSAG and promised his consistent support. [REDACTED] will be the official contact in DD/M&S.

25X1A

TAB

ADMINISTRATIVE USE ONLY

13 August 1974

MEMORANDUM FOR: Management and Services Advisory Group
SUBJECT : Minutes of Meeting - 30 July 1974

The following subjects were discussed during the meeting and were acted upon as indicated:

1. We decided that minutes of each meeting are required to keep abreast of actions taken. The Co-Chairman will record the minutes and distribute them to Group members and the Executive Officer, DDM&S, prior to the next scheduled meeting.

2. Old Business

STATINTL

a. Recruitment Procedures memorandum by Miss [REDACTED]. Send forward to Executive Officer, DDM&S.

b. Training for jobs other than job employee holds. Hold for further discussion.

c. Job Exchanges memorandum by Mr. [REDACTED]. STATINTL
Take no further action. Objective can be accomplished by "Shopping File."

STATINTL

d. "Letter of Agreement" vice "Letter of Instruction." Mr. [REDACTED] will draft memorandum. Members should obtain sampling of opinion from their own offices. Discuss further at next meeting.

e. Academic qualifications of Agency professional and clerical personnel. Discuss at next meeting.

ADMINISTRATIVE USE ONLY

RESTRICTED INTERNAL USE ONLY

SUBJECT: Minutes of Meeting - 30 July 1974

STATINTL

f. Agency Parking. Messrs. [REDACTED] and [REDACTED] will research. Discuss further at next meeting. STATINTL

3. New Business

STATINTL

a. Mr. [REDACTED] will provide an agenda for meeting with Mr. Blake on 5 August.

b. Shower facilities for women employees. Discuss at next meeting.

table c. MSAG full day session at remote site. Discuss at next meeting.

d. Money Drop. Discuss at next meeting.

foreign currency

STATINTL

[REDACTED]

Co-Chairman

*3 o'clock - met w/ Blake.
- 22 Aug -*

RESTRICTED INTERNAL USE ONLY

TAB

31 July 1974

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT: Applicant Processing Procedures

1. The Management and Services Advisory Group has become aware of some problems concerning the processing of applications for Agency employment:

A. There appears to be no special attention paid to applications of persons who are especially recruited for particular positions. These applicants receive the standard form letter which says their qualifications will be reviewed and which, understandably, causes some concern on the part of the specially recruited applicant. This creates a negative impression and raises doubts in the mind of an applicant who already knows for which job he is being employed.

B. There are many delays in the system which also tend to reflect negatively on the Agency: the time required for reviewing the applications; and for security and medical clearances.

C. The delays mentioned above are compounded by the physical separation of various components within the Office of Personnel. For example, Recruitment Division is located in Rosslyn; the Branch which publishes the "skills bank" lists (Professional Staffing Branch) and which processes the applications, is located at Headquarters; Correspondence Branch is in Rosslyn; many Agency components who must interview the applicants are located outside the Headquarters building. Thus a typical file could move from Recruitment in Rosslyn, to OP/PSB in Headquarters, to Correspondence in Rosslyn, to OP/PSB in Headquarters, and to a component in Rosslyn, Arlington, McLean, etc. before an interview takes place.

2. We recommend, therefore, that a study be made of the applicant processing procedures with a view towards improving the system. If necessary, the assignment of additional personnel to help with the workload should also be considered.

The Management and Services
Advisory Group

MEMORANDUM FOR THE RECORD

SUBJECT: M&S MAG 22 July 1974 Meeting

Attendees: Mr. Brownman, [REDACTED]

25X1A

25X1A

This was the last meeting Mr. Brownman attended. Mr. Brownman discussed the Agency, the M&S Directorate, the Executive Committee, and MAG. Mr. Brownman expressed concern that the Agency will lose its uniqueness. He felt the office of Executive Director should be reinstated and outlined management difficulties in the Agency.

The items in the attached Agenda were also discussed. In particular the following items should be noted:

1. Mr. Blake has the MAG display Board.
2. Our relationship with other MAG groups should be discussed with Mr. Blake. Should other MAG's be invited to our meetings? Should we have joint projects with other MAG's?
3. Exhibits in museums of employees art and cultural displays are being ^{studied} investigated. Exhibits of Agency activities are not advisable at present.
4. Language cards in elevators are not effective in teaching foreign languages. Some notices written in foreign languages will be placed in elevators. Such notices would emphasize themes as "no smoking."
5. Does Mr. Blake desire written memos of our meetings?

add: note re image of M&S - by
concern.

25X1A

[REDACTED]
Chairman, M&S
MAG

30 July 1974

MEMORANDUM FOR: The Executive Officer to the
Deputy Director for Management and Services

1. The Management and Services Advisory Group recommends the establishment of administrative procedures to allow Agency personnel to exchange jobs within their own component or in other directorates.
2. Primarily, we consider this as an opportunity for personnel possessing the same basic skills, to move to jobs which may offer better career advancement, more personal convenience, or simply a change of scene. In addition, we believe the exchange of personnel across component and directorate lines would promote a better understanding of the various functions of the Agency, for both the personnel and offices concerned. We believe such a procedure would be particularly valuable to Agency employees who have been in the same job for a number of years, whose duties have become routine and where there is little chance for advancement or change.
3. Job exchanges could be managed in much the same way as Position Vacancies. An individual wishing to exchange jobs would advertise their position on the Official Bulletin Board through the Office of Personnel. Anyone interested in the position would contact the Office of Personnel for full details. If all parties agree, including the respective supervisors and career services, the exchange would be made.
4. We look forward to receiving your comments on this subject.

7/30

look up reg. on
shopping
to rotate
assignments

MSAG

TAB

Election of ISAC Members

Basis for Discussion

Possible Recommendations

1. Request nominations for office from all employees. Office Chiefs will select or delegate selection from the list of those nominated.
2. Ask for volunteers to serve. Each Office will elect its representative (one employee - one vote).
3. Each Office is to publish a list of those eligible. All employees in the Office will vote for the representative.

Implications

1. Will this degenerate into a popularity contest?
2. Would a disruptive "electioneering" atmosphere develop?
3. If management selects nominees, do we still have the "tools of management" image?
4. Would an election imply "shop stewards?"
5. Unless qualifications were more detailed, a list of all those eligible would be too cumbersome.
6. Would people be reluctant to be voted on (and possibly voted down)?
7. How does it work for the Credit Union? Or does it? How much participation do they get?

The Management and Services Advisory Group is concerned about the lack of knowledge and interest in the Group. Since the usefulness of such a group depends on its image as a working interface with management, some means must be employed to publicize what the Group does and can do.

The MSAG recommends that a more formal distribution of information concerning the Group be made on a regular basis. It is not necessary for all papers produced by the Group to be published. It would be advantageous, however, if the topics currently under consideration were known. Opinions and comments could be solicited, and more creative interest would result.

The Management and Services Advisory Group therefore requests that a biweekly bulletin be distributed (perhaps by means of the Classified Bulletin Board) listing the topics on the agenda of the MSAG and requesting comments from other Directorate employees.

MEMORANDUM FOR: DDM&S

SUBJECT : Dress Code

MSAG has received a suggestion that we feel warrants your consideration. A number of other agencies have adopted a casual dress code for the summer months.

MSAG has been asked what the Agency's position will be on casual dress. It is suggested that the Agency publish a notice on summer months dress code before personnel adopt a dress code of their own.

MSAG